

May 21, 2014

The Board of Commissioners held its Regular Meeting on Wednesday, May 21, 2014, in the Wilfrid Manor Community Room – at 5:30pm for the following reasons:

1. Meeting Called to Order

2. Roll Call

3. Resident/Community Concerns or Comments

4. Approval of Minutes of Previous Meeting of April 16, 2014

5. Executive Summary

- Grant Funding Update**
- Pest Control**
- Modernization and Funding Obligation Updates – CFP**
- Upcoming Conferences - NAHRO/NERC/PHADA**
- Annual Review**

6. Consent Agenda – Department Reports

- Financial Management**
- Housing Management**
- Leased Housing**
- Facilities Management/Modernization**
- Resident Services**

7. VFW – Update

8. Resolution-Public Housing Write Off Discussion and Possible Approval

9. Bid Review and Possible Approval

- **Security Cameras**
- **Waste Removal**

10. Resolution – Annual/Five Year Plan

11. Fleet Upgrade Discussion

12. Executive Session to discuss:

- **Potential Litigation**

13. Adjournment

The meeting was called to order at 5:35pm by Chairperson Flynn.

Upon a Roll Call, those “Present” and “Absent” were as follows:

Present

Absent

Cornelius Flynn, Chairperson

Gladys Burns, Commissioner

Paul Charette, Vice Chairman

Lucia DeGamma, Therriault, Commissioner

Jackeline Parra, Commissioner

Others in attendance

Raymond Marcaccio, Attorney at Law

Tina Sullivan, Executive Director

Paula Llera-Delgado, Executive Administrative Assistant

Sue Levasseur, PH Manager

Pete DeRoy, Maintenance

Several Residents, Wilfrid Manor

Public Comment or Concern: None at this time

Approval of Minutes:

Chairman Flynn asked if there were any questions or concerns regarding the regular meeting minutes of 4/16/2014. There being no questions or concerns, a motion was made by Commissioner Burns to approve the 4/16/2014, the motion was seconded by Vice Chairman Charette and carried by all present.

Executive Summary

Executive Director, Sullivan provided the BOC with a monthly update of Grant Funding, Pest Control, Modernization & Funding, and an update of upcoming conferences.

Outstanding grants that have been applied for are the Healthy Heart Grant, which will provide health clinics to the resident of Central Falls as a partnership with the City, CDBG Funds through the City of Central Falls, Social Service Funding to assist with the salary of the Director of Resident Services.

Executive Director explained some updates with both buildings:

Kitchen Faucets at both buildings will be replaced in all apartments, this project will be completed by the maintenance staff this summer. The installation of tub surrounds in all units and showers to handicap units at Wilfrid are being completed.

Kitchen upgrades including cabinets/countertops for all units in the Annex.

Executive Director, Sullivan announced that the Housing Authority had received 3 Awards of Merit from NAHRO.

Chairman Flynn asked if there were any comments or concerns regarding the Executive Summary. There being no questions or concerns Chairman Flynn asked for a motion to approve Commissioner Parra made a motion to accept the consent agenda, seconded by Commissioner DaGamma-Therriault and passed by all.

Consent Agenda

Executive Director, Sullivan provided updated departments reports which consisted of Financial Management, Housing Management, Leased Housing, Facilities Management/Modernization, and Resident Services. All departments running smoothly with only a couple of updates.

In the Section 8/Leased Housing they currently have 108 individuals on the Section 8 waitlist not 80 as it stated in the Executive Summary. The Authority will deplete the list before opening it up.

Forand Manor continues to be issues in the community room, which have been addressed with all the residents, and will not be tolerated.

Chairman Flynn asked if there were any comments or concerns regarding the Consent Agenda. There being no questions or concerns Chairman Flynn asked for a motion to approve Commissioner Parra made a motion to accept the consent agenda, seconded by Commissioner DaGamma-Therriault and passed by all.

VFW – Update

Executive Director Sullivan explained that an extension agreement has been made between the Housing Authority and The City of Central Falls for the sale of the VFW Hall. The VFW property is on a month to month rental agreement to generate some income prior to

the sale of the property.

Resolution – Public Housing Write-Off's for Review and Approval:

Resolution NO# 1036 Public Housing Write Off in the amount of \$91.00

The following Resolution was introduced by Tina Sullivan, Executive Director, and read in full and considered.

After much discussion regarding the Public Housing Write – Off with the dollar amount of \$91.00 (ninety one dollars, and zero cents), Vice Chairman Charette, moved that the foregoing Resolution be adopted and introduced, which was seconded by Commissioner Jackeline Parra. Upon roll call the \"Ayes\" and \"Nays\" were as follows:

Ayes Nays

Cornelius Flynn, Chairman

Lucia DaGamma-Therriault, Commissioner

Jackeline Parra, Commissioner

Gladys Burns, Commissioner

Paul Charette, Vice Chairman

The CHAIRMAN thereupon declared said motion carried and said resolution adopted.

Bid Review and Possible Approval -Security Cameras

BIDDER COST OF PROJECT

All-State Lock \$16,000.19

Executive Director, Sullivan provided information to the BOC, which was reviewed by the bid review committee, which consisted of William Aunchman, Maintenance Supervisor; Bridgett Duquette, Finance Manager. The committee recommends All-State Lock as the sole responsible bidder, and they currently do business with CFHA. The Executive Director did not take place in the evaluation process.

The Chairperson asked if there were any questions concerning the bid review. There being no questions a motion was made by Commissioner DeGamma – Therriault, seconded by Vice Chairman Charette and passed by all present.

Bid Review and Possible Approval -Waste Removal:

BIDDER COST OF PROJECT

Waste Management \$1375 per month

MTG \$1215-\$1265 per month

Patriot Disposal \$1750 per month

Executive Director, Sullivan provided information to the BOC, which was reviewed by the bid review committee, which consisted of Tina-Marie Sullivan, Executive Director; William Aunchman, Maintenance Supervisor; Bridgett Duquette, Finance Manager. The committee recommends MTG. MTG was the lowest, and all the references were satisfactory in all areas.

The Chairperson asked if there were any questions concerning the bid review. There being no questions a motion was made by Commissioner DeGamma – Therriault, seconded by Vice Chairman Charette and passed by all present.

Resolution – PHA 5 Year/ Annual Plan/Capital Fund

Resolution NO# 1035 – PHA 5 Year/ Annual Plan/Capital Fund

After much discussion regarding the PHA 5 YEAR/ ANNUAL PLAN /CAPITAL FUND, Commissioner, Jackeline Parra moved that the foregoing Resolution be adopted and introduced, which was seconded by Commissioner, Gladys Burns. Upon roll call the \"Ayes\" and \"Nays\" were as follows:

Upon roll call the \"Ayes\" and \"Nays\" were as follows:

Ayes Nays

Cornelius Flynn, Chairman

Lucia DeGamma-Therriault, Commissioner

Paul Charette, Vice Chairman

Jackeline Parra, Commissioner

Gladys Burns, Commissioner

The CHAIRMAN thereupon declared said motion carried and said resolution adopted.

Fleet Upgrade Discussion

Executive Director Sullivan explained that last year when the BOC passed a motion to purchase a new car, the Housing Authority never did, and would like to purchase a new car now. The two vehicles that the CFHA owns were purchased together in 2003, Chevy Trailblazer, and a Chevy Cavalier, these vehicles are getting old and in need of major repairs. The Executive Director explained the options of leasing a vehicle verses buying a new one out right. The recommendation of the accountant is to purchase a new vehicle since the reserves are there to purchase, and trade the current two vehicles in.

After much discussion Chairman, Flynn asked if there were any questions concerning the trade in of the 2 CFHA vehicles, and also the purchase of a 1 new vehicle and the approval to have the HQS Inspector use his personal vehicle and increase his hours by 5 a week. There being no questions a motion was made by

Commissioner Burns to trade in the 2 vehicles, and purchase a new vehicle, seconded by Commissioner DaGamma-Therriault and passed by all present.

Executive Session

The Board voted to convene in Executive Session pursuant to R.I. General Laws 42-46-5 (a) (5) to discuss potential litigation.

- **Open Call to go into Executive Session**

- o **Motion made by: Vice Chairman, Charette**

- o **Second by: Commissioner DaGamma-Therriault**

- o **Passed by all present**

- **Time in: 6:05 pm**

The Board voted to come out of Executive Session and that the meeting minutes and recording be closed in sealed in accordance with RI General Law Section 42-46-4:

- **Motion to come out of Executive Session**

- o **Motion made by: Vice Chairman, Charette**

- o **Second by: Commissioner DaGamma-Therriault**

- o **Passed by all present**

- **Time in: 6:50 pm**

There being no further business, questions or concerns to come before the board, a motion was made by Commissioner, Burns and seconded by Commissioner Parra, to adjourn the meeting at 6:51 pm. The motion was carried by all.